 **Crowded Closet Job Description**

**Assignment Title:** Furniture Assistant **Hours:** 24 hours per week, some Saturdays

**Synopsis:**  The Furniture Assistant is responsible for assisting in the daily operations of Crowded Closet. This person is responsible to the Processing Manager of Crowded Closet and to the MCC Thrift Shop Network.

**Mission:** The mission of Crowded Closet is to share God’s love and compassion by supporting Mennonite Central Committee and local relief agencies through the sale of donated and fair-trade items.

 **Qualifications:**

* Position requires long periods of standing, bending, carrying.
* Must be able to lift and carry 30-50 pounds regularly
* Self-motivated and willingness to take initiative
* Strong interpersonal skills and demonstrated ability to work with diverse group of people
* Ability to communicate effectively with staff, volunteers, and customers
* Able to follow oral and written directions
* Ability to work in a fast paced environment
* Willingness to work as part of a team with managers, other employees and volunteers
* Commitment to supporting the mission of Crowded Closet and the work of Mennonite Central Committee
* Demonstrated commitment to customer service
* Basic computer skills
* No serious allergies to dust or cleaning supplies

**Duties:**

* Organize and assist with deliveries and pick ups
* Greet donors and direct donations
* Transport inventory items to and from the storage building with forklift (can train)
* Sort, evaluate, categorize and price donations
* Participates in recycling of donations
* Participate in inter departmental training
* Train and support furniture area volunteers
* Clean and prepare furniture items for the retail floor
* Clean and organize the processing and receiving area to facilitate ease of donations
* Greet and assist customers
* Flexibility to help others as needed.

**Expectations:**

* Arrive at work on time and communicate with Managers
* Take initiative to make sure all duties are being performed
* Record work hours on designated form
* Lunch is unpaid
* Communicate with Managers if you leave the building

**Supervision Exercised: None**